



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATCS-X

2 Dec 2010

MEMORANDUM FOR

Deputy Chiefs of General and Special Staff Offices, HQ TRADOC  
Director, Army Capabilities Integration Center

SUBJECT: HQ TRADOC FY12 Holiday Observances and Organization Day

1. Reference AR 600-8-10, Leaves and Passes, 15 Feb 06.
2. HQ TRADOC FY12 holiday schedule follows:

a. Public holiday observances:

10 October 2011	Columbus Day
11 November 2011	Veterans Day
24 November 2011	Thanksgiving Day
26 December 2011	Christmas Day (observed)
2 January 2012	New Year's Day (observed)
16 January 2012	Martin Luther King, Jr. Day
20 February 2012	Presidents' Day
28 May 2012	Memorial Day
4 July 2012	Independence Day
3 September 2012	Labor Day

b. Training holiday observances:

7 October 2011	(Friday before Columbus Day)
14 November 2011	(Monday after Veterans Day)
25 November 2011	(Friday after Thanksgiving Day)
23 December 2011	(Friday before Christmas Day)
30 December 2011	(Friday before New Year's Day)
13 January 2012	(Friday before Martin Luther King, Jr. Day)
17 February 2012	(Friday before Presidents' Day)
25 May 2012	(Friday before Memorial Day)
5 July 2012	(Thursday after Independence Day)
31 August 2012	(Friday before Labor Day)

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3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b above as training holidays for military personnel. Civilian personnel may, at their request, use annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.

4. The HQ TRADOC holiday season is 20 December 2011 - 2 January 2012. Staff offices will remain operational (half or full day schedule based on supervisor's mission requirements) through the holiday period, except for the Christmas and New Year's days off and designated training holidays (23 December and 30 December). However, manning may be reduced depending on mission requirements. Each DCS/Staff Principal is responsible for managing staffing of their organization. Follow Army regulations and civilian labor agreements in planning/executing holiday work schedules.

5. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.

6. HQ TRADOC Organization Day is Friday, 22 June 2012. Organization Day is considered a duty day, and personnel not participating must be at their normal place of duty or in approved leave status.

7. This policy applies to HQ TRADOC only. Subordinate commanders will establish their respective training holidays based on mission requirements and analysis.

8. Point of contact is Mrs. Elmore, Command Group Actions Office, DSN 680-2684, (757) 788-2684, joyce.elmore@us.army.mil.



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Joint Task Force Civil Support  
(CONT)

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CF: (CONT)

DCG, Initial Military Training

Commandants, TRADOC Schools

Director

U.S. Army Aeronautical Services Agency

U.S. Army TRADOC Analysis Center

Installation Management Command, Northeast Region

Mission and Installation Contract Command, Contract

Support Element, Fort Monroe

Network Enterprise Technology Command Northeast

SAIC, Fort Monroe MI Detachment

USAAA TRADOC Field Office